

Sanctuary Exploration Center

35 Pacific Ave, Santa Cruz, CA

Facilities Use Request

To submit a Facility Use Request to rent the Sanctuary Exploration Center in Santa Cruz, please complete all sections. Requests typically receive a response within three business days. Please submit request at least two weeks in advance of requested date(s) and provide alternate date choice in case preferred date is not available.

To submit this form, please fax it to **831-421-9992** or email the form to mbnms.sec-rental@noaa.gov.

For more information, please go to:

<http://montereybay.noaa.gov/vc/sec/events.html>

Group Information

Organization or Group Name: _____ Today's Date _____

Street, City, State, Zip: _____

Phone: _____ Email: _____

Group Leader/Organizer: _____ Position: _____

Meeting Information

Type of Meeting: _____ Number of Attendees: _____

Preferred Event Date _____ Day of Week _____

2nd Choice Date _____ Day of Week _____

Event Start Time: _____ Event End Time: _____

Set-up Time (arrival to center) _____ Clean-up End Time: _____

Will there be food or drink on site? ☐ Y ☐ or ☐ N

Outside Catering? ☐ Y ☐ or ☐ N

Alcohol? ☐ Y ☐ or ☐ N

Room(s) Request: Facility Hours, Monday-Sunday, 8:30am – 10:30pm (closed federal holidays)

- ☐ Classroom - (Maximum Capacity 60), includes tables & chairs
- ☐ Kitchen – No utensils or cookware provided
- ☐ Patio - (Maximum Capacity 60), no furniture included
- ☐ Fly-Thru Theater (Maximum Capacity 60) (available daily after 5:00pm, daytime Monday and Tuesday)
- ☐ Exhibits Hall (Maximum Capacity 150) (available daily after 5:00pm, daytime Monday and Tuesday)

Technology Requests: SEC staff will respond and determine availability of all technology requests.

- ☐ Projector & Screen
- ☐ Video Conferencing
- ☐ Microphone
- ☐ Voice Conferencing phone
- ☐ Internet Access

FOR INTERNAL USE ONLY: Request processed by: _____

Date received: _____ Date responded to: _____ Request Approved: _____ or Declined: _____

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TOTAL FACILITY CAPACITY (350 Persons)

Second Floor – Exhibits Hall

Maximum Capacity (150)

Includes Fly-Thru Theater and Observation Deck.

Available Monday and Tuesday day/evening & Wednesday through Sunday 5:30pm-10:30pm.

Food and drinks are permitted on the outdoor deck but are not permitted in the Exhibits Hall or in the Fly-Thru Theater.

Second Floor – Fly-Thru Theater

Maximum capacity (60 seated)

Available Monday and Tuesday day/evening & Wednesday through Sunday 5:30pm-10:30pm.

Food and drinks are not permitted in the theater. The interactive theater has access to a video system, wireless microphone, and video conferencing.

First Floor – Patio, outdoor

Maximum Capacity (100)

Available Monday-Sunday 8:30am-10:30pm The Patio is included in a rental of the Classroom. No outdoor furniture is provided for Patio use. Rental furniture must be arranged for separately from an area rental vendor.

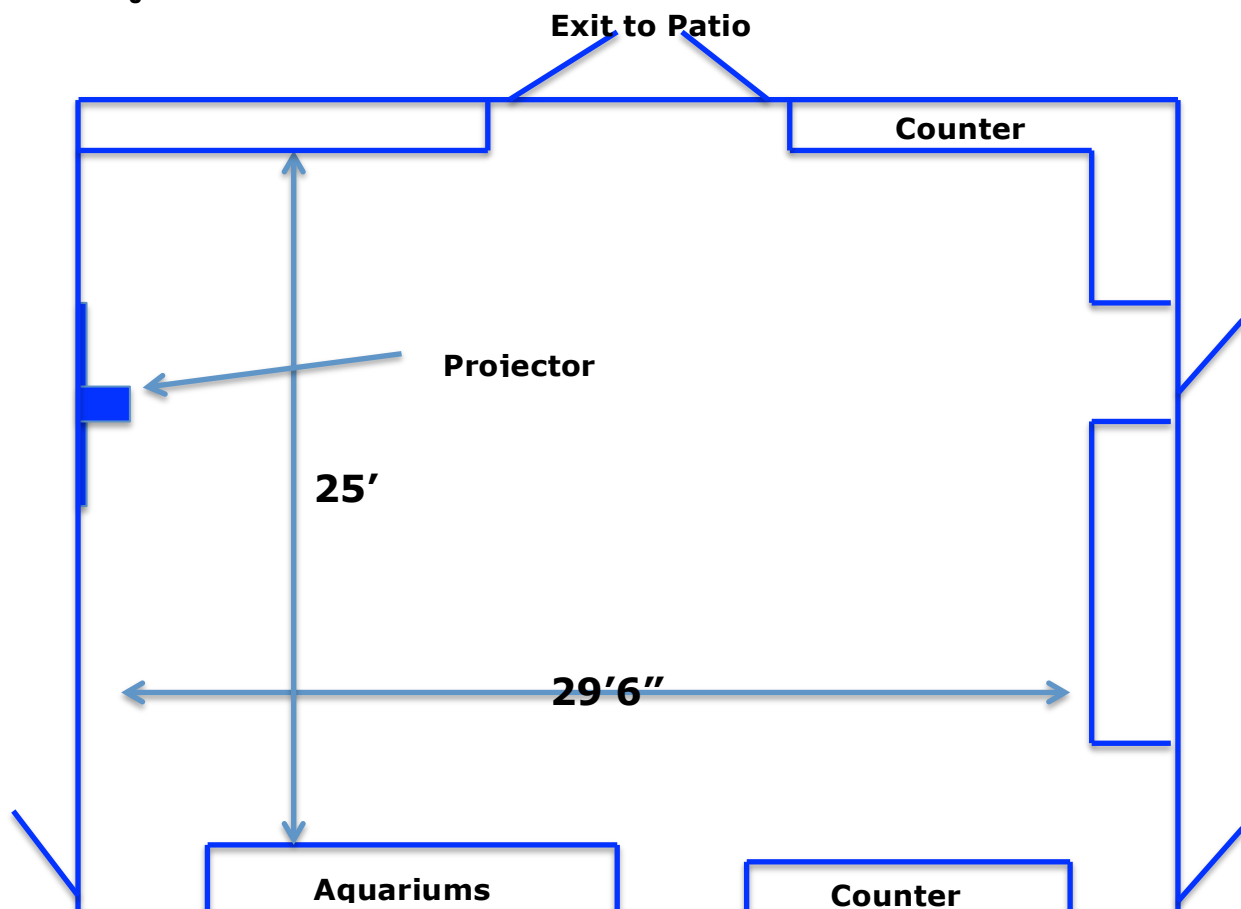
First Floor – Classroom

Maximum Capacity (60 seated in row)

Available Monday-Sunday 8:30am-10:30pm

The Classroom has access to a projector and video conference capabilities. Ten tables (3' x 5') and 60 chairs are available for use in the classroom.

Classroom - Diagram



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Facility Rental Fee Schedule

(as of February 1st, 2015)

	Private	Non-Profit/Gov
Classroom		
Daytime Fee (8:30am-5:00pm)	\$600.00	\$300.00
After Hours Fee (5:00pm-10:00pm)	\$720.00	\$360.00
Hourly Rental	\$150.00	\$75.00

The Classroom is 800 square feet and can accommodate up to 60 people seated in rows and opens to a 600 square foot patio. If standing, 150 people can be accommodated in the 2 areas.

Exhibits Hall

Available Mon. and Tues. daily (all day)	\$800.00	\$400.00
Available After Hours (5:30pm-10:00pm)	\$1000.00	\$500.00
Hourly Rental	\$200.00	\$100.00

Classroom & Exhibits Hall

Available Monday and Tuesday daily (all day)	\$1000.00	\$800.00
Available after hours Wednesday-Sunday	\$1600.00	\$1000.00

Media Support

The classroom is equipped with a large screen and a projector, which can be used to project the screen of a computer connected to the ports in the wall. This equipment is included in the classroom rental. The Exhibits Hall has a wide variety of media and display capability, including a movie theater. Content can be customized to be event specific. Technical staff available at \$60.00 per hour to create customized content and assure smooth delivery.

Extra Janitorial and After Hours Staffing

If the Classroom is used for an event with food and drinks, rather than a meeting, a \$125.00 Janitorial Fee will be charged. For evening events, one staff member is required at \$60.00 per hour.

A 50% deposit is required to secure a requested reservation. Deposit will be returned if reservations are cancelled at least 30 days prior to your event.

A list of experienced vendors is available. These vendors can provide a variety of extra services, including catering, equipment, flowers, etc.